

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-485PAGE
NO. 1


RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY
INSPECTIONS & PERMITS

COMMERCIAL SERVICES

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>TAXICAB DRIVER RECORD</u> Applications for taxicab driver license are renewed yearly and require a medical examination, copy of driving record and other relevant data.	RETAIN THREE YEARS IN OFFICE. TWO YEARS IN RECORDS CENTER, THEN DESTROY. DESTROY DENIED APPLICATIONS AFTER THREE YEARS IN OFFICE.
2	<u>BONDSMEN REPORTS</u> These monthly reports, made in compliance with a County Code requirement, list persons on whom bonds have been posted.	RETAIN THREE YEARS IN OFFICE, THEN TWO YEARS IN RECORDS CENTER, THEN DESTROY.
3	<u>MOBILE HOME PARK RECORDS</u> Mobile home parks must be licensed, with a yearly renewal; park owners must also file rental report forms with the County and pay a fifteen per cent tax of the rent collected.	RETAIN THREE YEARS IN OFFICE, TWO YEARS IN RECORDS CENTER, THEN DESTROY.
4	<u>AMUSEMENT LICENSES & APPLICATIONS</u>	RETAIN THREE YEARS IN OFFICE, TWO YEARS IN RECORDS CENTER, THEN DESTROY.
5	<u>PARADE PERMITS</u>	RETAIN THREE YEARS, THEN DESTROY.
6	<u>PUBLIC POOL & LIFEGUARD APPLICATIONS</u> Pool and lifeguard applications are made yearly. The Commercial Services Division sends out the applications (for pool licenses) and acts as an agent for the Health Department by accepting license fees. Both lifeguard & pool applications must receive approval by the Health Department, which retains a copy.	RETAIN THREE YEARS IN OFFICE, TWO IN RECORDS CENTER, THEN DESTROY. (HEALTH DEPT. IS OFFICE OF RECORD)
7	<u>DRIVEWAY APPLICATIONS</u> An access (driveway) permit is required before a	RETAIN THREE YEARS IN OFFICE, TWO YEARS IN RECORDS CENTER, THEN DESTROY.

Schedule Approved by Department,
Agency, or Division Representative4/30/79
Date

Signature
DIRECTOR
TitleSchedule Authorized by
Hall of Records Commission2/26/79
Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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No.	Description	Retention
8	<p>driveway can be constructed. The application is transmitted to Public Works for final approval.</p> <p><u>WEIGHTS & MEASURES RECORDS</u></p> <p>Written reports are made on all weights and measuring devices such as scales, gas pumps, oil delivery trucks, taxi meters, gabric measuring devices, etc.</p>	<p>(Public Works-Engineering Bureau is Office of Record)</p> <p>RETAIN THREE YEARS IN OFFICE TWO YEARS IN RECORDS CENTER, THEN DESTROY.</p>